

# ADMINISTRATIVE - INTERNAL USE ONLY

6 SEP 1985

MEMORANDUM FOR THE RECORD

SUBJECT: FBIS Time and Attendance Clerks

STAT

1. Reference is made to [redacted] which describes the responsibilities of Heads of Independent Offices for ensuring the proper execution and certification of Time and Attendance Reports.

2. As a part of this responsibility, I am authorizing the following FBIS employees to act as Time and Attendance clerks in accordance with the above cited regulation:

O/D/FBIS

[redacted]

E&PS

[redacted]

SDS

[redacted]

Admin

[redacted]

Ops Group

[redacted]

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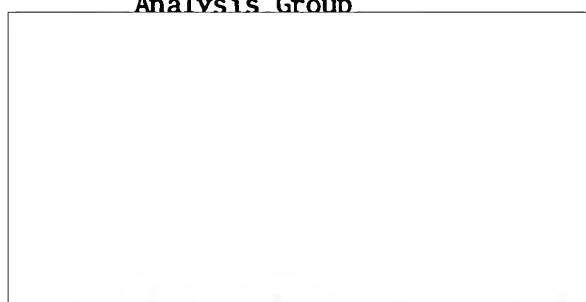
Prod Group

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Analysis Group

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Director, Foreign Broadcast Information Service

**Distribution:**

- Orig. - D/FBIS Chrono
- 1 - JDC Corres File
- 1 - AS Chrono
- 1 - Authorizing and Approving File
- 1 - FBIS Registry

<sup>2</sup>

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